



Change of Attendance Request

Name of Child

Please change days attended from:

	Monday*	Tuesday	Wednesday	Thursday	Friday
A M					
PM		xxxxxxxx	xxxxxxxx		xxxxxxxx

To:

	Monday*	Tuesday**	Wednesday	Thursday	Friday
A M					
PM			xxxxxxxx		xxxxxxxx

*Monday sessions only available to children starting school in September 2011

** Tuesday afternoon sessions available from Easter 2011

Please tick the box of the Term you'd like these changes to start:

Autumn Term September start (after the summer break)	Spring Term January start (after the Christmas break)	Summer Term April start (after the Easter break)
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We will confirm your request in writing. Please don't assume that changes, especially extra sessions, have been approved until you receive a Change of Session Confirmation letter. We apologise if we cannot currently offer all the sessions you requested. If this is the case, we will keep your request on file and inform you as soon as more sessions become available.

Please note: A half term's notice is required to cancel a placement or remove a child from sessions. If you decide to change your child's sessions at short notice, you will be liable for fees for the entire term.

Signature of Parent/Carer Date